

~~CONFIDENTIAL~~

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800140003-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 19 October 1953

FROM : Chief, General Services Office

SUBJECT: Request for Classification Survey of Special Duplicating Section, Printing and Reproduction Division.

1. This is to request that a classification survey be made of the positions existing in the Special Duplicating Section, Printing Branch, Printing and Reproduction Division.

25X1A8a 2. The Special Duplicating Section is the former [REDACTED] 25X1A8a [REDACTED] which was transferred to the General Services Office in February of this year. The shop was transferred in toto with no change in the position titles or grades at that time.

25X1A8a 3. The [REDACTED] is to move from "L" Building to "K" Building in the near future, at which time it is planned this shop will be enlarged somewhat to render additional reproduction services and to take care of special "crash" jobs required by the several activities located in the West Potomac Park area. We have been waiting until the move could be made before requesting a classification survey. However, we have physically transferred several people from the [REDACTED]

25X1A6a [REDACTED] to this section and we are desirous of transferring them by Standard Form 52 to the positions they are actually occupying. We have, therefore, decided not to delay our request for a classification review any longer. Several of the employees transferred are paid under the LB wage scale; and, prior to our changing them to GS, we would like to determine from a classification view point whether the work being performed properly falls under the LB or the GS category. We feel, based on work actually performed in this shop, that some of the present T/O titles and grades are out of line or incorrect and existing position descriptions should be revised to reflect current duties of the incumbents. 25X1A6a

25X1A9a 4. Mr. [REDACTED], who has been managing this section since its transfer to the General Services Office, and Mr. [REDACTED] 25X1A9a [REDACTED] Chief, Printing and Reproduction Division, can provide your analyst with additional details pertaining to the services presently rendered by and the expanded facilities planned for this Section.

[REDACTED]

25X1A9a

# 622  
10/20/53  
KCT

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800140003-5

~~CONFIDENTIAL~~